

Public Employees' Retirement Board

Travel Authorization

Name: Denise Nielsen

Position: Application Engineer

Purpose: Microsoft Ignite Technical Conference
September 26-30, 2016 Atlanta, GA

Itinerary: Sunday, September 25: Helena to Atlanta
Saturday, October 1: Atlanta to Helena

Estimated Costs:

Transportation (\$650)	\$650
Baggage (\$25 * 2)	50
Meals (\$46 * 5 days)	230
Registration (\$2200)	2200
Lodging (\$250 * 6 days)	1500
Other – shuttle (\$60 * 2)	120
	<hr/>
	\$4750
	<hr/>

Supervisor Approval

Employee's Signature

Date

Supervisor's Signature

Date

Board Approval for out-of-state travel

Board President's Signature

Date